



## Government Accountability and Oversight Committee

### REVISED STAFF REPORT

<b>Agenda Item:</b>	8	<b>Name:</b>	Mike Alvine
<b>Proposed No.:</b>	2011-0493	<b>Date:</b>	March 27, 2012
<b>Invited:</b>	Ken Guy, Director, Finance and Business Operations Division, DES		

**SUBJECT:** An ordinance making willful violation of wage payment requirements a basis for debarment or suspension from consideration for the award of contracts with the county; and amending Ordinance 12138, Section 18, as amended, and K.C.C. 4.16.145.

#### **SUMMARY:**

The ordinance would give the Executive authority to debar or suspend a vendor or contractor from doing business with King County if the Washington State Department of Labor and Industries finds the company in “willful” violation of state and federal wage provisions.

#### **UPDATE:**

The substitute ordinance received a Do Pass recommendation for the Council. At Council it was re-referred to the GAOFP Committee in order to make additional changes. Those changes are described later in this report under AMENDMENT.

#### **BACKGROUND:**

King County code 4.26.245 already authorizes the Executive to suspend or exclude (debar) firms from doing business for various activities including criminal offenses of state or federal law such as theft, forgery, bribery, falsification or destruction of records, receiving stolen property and violation of antitrust statutes. In addition, the Executive can suspend or debar companies from doing business with King County for unsatisfactory performance in a recent contract or engagement and for ethics violations.

The Washington State Department of Labor and Industries (L&I), among other responsibilities, is the watchdog agency that ensures employers follow the minimum wage law, pay overtime correctly and pay employees their earned wages, including their last paycheck when separating employment. This authority can be found in chapter 49.48 RCW. Last year L&I reported over 4,000 complaints by employees of wage theft. L&I investigates these claims and must make a determination if the complaint is valid within 60 days. If L&I determines that an employer has illegally withheld wages from an employee they issue a citation and the employer is obligated to pay the wages due. In more serious cases, L&I can find the employer is in “willful” violation of wage laws. In other words, the employer is

knowingly violating wage laws and civil penalties can apply. L&I considers an employer to be a “repeat willful violator” if they have two willful violation findings in a three-year period.

**ANALYSIS:**

The ordinance would give the Executive authority to debar or suspend a vendor or contractor from doing business with King County if the Washington State Department of Labor and Industries finds a company in “willful” violation of state and federal wage provisions. L&I makes these determinations on a regular basis.

Chapter 49.48 RCW provides L&I with specific authorities and remedies to pursue employers found in violation of state wage laws. It also allows L&I to have reciprocal agreements with other states. This could allow for suspension or debarment of firms that are willful violators of wage laws that are based in other states.

**AMENDMENT:**

At the chair’s request staff drafted an amendment that reconfigures K.C.C. 4.16.145. It divides the problematic behavior of persons, firms or other legal entities that want to do business with King County into two groups. The most serious behaviors, such as convictions under state or federal statutes for embezzlement, theft, forgery, bribery, falsification or destruction of records and receiving stolen property and other offenses are grounds for mandatory suspension or debarment from doing business with King County. Willful violations of state wage laws fall into the category of mandatory suspension or debarment as do persons, firms or other legal entities that have had civil judgments against them for violation of wage payment laws. Persons, firms or other legal entities that commit these offenses would be eligible to do business with King County after a five-year period with no further offenses.

Lesser offenses such as violations of ethical standards or failure to perform or poor performance on previous county contracts are not conditions for mandatory suspension or debarment, although the Executive has the authority to suspend or debar for this second category. Added to this category of offenses for which the Executive has the authority to suspend or debar a person, firm or individual is the situation where King County may be involved in a lawsuit with the entity.

There is also a provision calling on the Executive to create a due process procedure for persons, firms or other legal entities to explain why they should not be suspended or debarred.

Section 2. of the striking amendment calls for the Executive to develop supplemental bidder criteria. In 2007 state law changed to allow jurisdictions to develop supplemental bidder criteria. The City of Seattle has, for example, already developed supplemental bidder criteria. The striker calls for criteria related The King County Strategic Plan.

Finally, there is a “safety valve” clause that if the Executive determines that significant harm would accrue to King County by suspending or debarring a person, firm or other legal entity from doing business with King County, the Executive can decide not suspend or debar but must inform the Council of his decision within 30 days.

**ATTACHMENTS:**

1. Proposed Substitute Ordinance 2011-0493
2. Striking Amendment 1.2 to Proposed Substitute Ordinance 2011-0493
3. Title Amendment 1 to Proposed Substitute Ordinance 2011-0493
4. City of Seattle Supplemental Bidder Responsibility Criteria

**S1.2**

March 6, 2012

ma

Sponsor: Ferguson

Proposed No.: 2011-0493

**1 STRIKING AMENDMENT TO PROPOSED ORDINANCE 2011-0493, VERSION 2**

2 On page 1, beginning on line 6, strike everything through page 6, line 103, and insert:

3 "STATEMENT OF FACTS:

4 1. King County's vision, as stated in the county's strategic plan, is to be "a  
5 diverse and dynamic community with a healthy economy and environment  
6 where all people and businesses have the opportunity to thrive." Among  
7 the guiding principles contained in the strategic plan are accountability,  
8 fairness and justice.

9 2. Employer violation of wage payment requirements runs contrary to  
10 King County's vision and guiding principles. Such violations, also known  
11 as "wage theft," can take a number of forms, including withholding an  
12 employee's last paycheck when the employee leaves a job, not paying for  
13 all hours worked, stealing tips, failing to pay overtime as required and  
14 paying less than the minimum wage.

15 3. Wage theft is a nationwide problem. According to a 2008 survey  
16 funded by the Ford Foundation, of the four thousand three hundred eighty-  
17 seven workers interviewed in low-wage industries in the three largest

18 United States cities, which are Chicago, Los Angeles and New York,  
19 sixty-eight percent had experienced at least one pay-related violation of  
20 the law in the previous work week. The average worker lost fifty-one  
21 dollars out of average weekly earnings of three hundred thirty-nine  
22 dollars, for a loss of fifteen percent of earnings.

23 4. In Washington state, according to the Washington state Department of  
24 Labor and Industries, an average of eleven Wage Payment Act violation  
25 claims are filed each day, totaling over four thousand claims in 2010.

26 5. Wage theft commonly occurs in low-wage industries, but is not limited  
27 to any particular sector of the economy, and no group of workers is  
28 immune.

29 6. Wage theft detrimentally impacts workers and hurts businesses that  
30 follow the law. Businesses are placed at a disadvantage when competitors  
31 keep costs artificially low by unlawfully withholding payments from their  
32 employees. Taxpayers shoulder a disproportionate share of the national  
33 tax burden when employers fail to pay payroll taxes. Unpaid workers are  
34 deprived of money to buy goods and services that benefit their families  
35 and the local economy.

36 7. The elimination of wage theft will foster fair business practices and  
37 promote the dignity and economic security of employees.

38 8. Currently, in Washington state, wage theft complaints are handled by  
39 the Washington state Department of Labor and Industries. Wage theft is  
40 punishable by civil fines and the recovery of lost wages by the employee.

41 According to RCW 49.48.082 through 4.48.087, the Department of Labor  
42 and Industries issues a citation for a willful violation when an employer  
43 has violated a wage payment requirement and the violation was knowing  
44 and intentional and neither accidental nor the result of a bona fide dispute.

45 9. King County contracts with outside vendors, awarding an average of  
46 five hundred professional, construction, and goods and services contracts  
47 each year. Since 2006, the county has awarded more than three thousand  
48 contracts to over four thousand outside vendors for a combined total of  
49 over \$3.5 billion.

50 10. King County should not reward employers who are "willful violators"  
51 of state wage laws by awarding them a county contract, but should  
52 promote fair and ethical business practices that conform to the law and  
53 encourage a growing and diverse King County economy and vibrant,  
54 thriving and sustainable communities.

55 11. Wage theft and certain criminal offenses such as convictions under  
56 state or federal statutes for embezzlement, theft, forgery, bribery,  
57 falsification or destruction of records and receiving stolen property and  
58 other offenses are grounds for suspension or debarment from doing  
59 business with King County.

60 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

61 SECTION 1. Ordinance 12138, Section 18, and K.C.C. 4.16.145 are hereby

62 amended to read as follows:

The executive shall comply with the following procedures in contract debarment and suspension actions.

A. After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the executive shall have authority to debar a person, firm or other legal entity for cause from consideration for award of contracts with the county. The debarment shall be for a period of not more than two years.

B. The executive shall have the authority to suspend a person, firm or other legal entity from consideration for award of contracts if there is probable cause for debarment. The suspension shall be for a period of not more than six months.

C. The authority to debar or suspend shall be exercised ~~((in accordance with))~~ by procedures established by the executive in accordance with this chapter.

D. The ~~((causes for debarment or suspension include the following))~~ executive shall suspend or debar a person, firm or other legal entity for:

1. Conviction within the five years preceding commencement of the debarment or suspension for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of ~~((such))~~ the contract or subcontract ;

2. Conviction within the five years preceding commencement of the debarment or suspension under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property~~((;))~~ or any other offense indicating a lack of business integrity or business honesty ~~((which))~~ that currently, seriously~~((;))~~ and directly affects responsibility as a contractor to the county;

3. Conviction within the five years preceding commencement of the debarment  
or suspension under state or federal antitrust statutes arising out of the submission of bids  
 or proposals; or

4. ~~((Violation of contract provisions, such as the following, of a character which  
 is regarded by the executive to be so serious as to justify debarment action:~~

~~a. deliberate failure without good cause to perform in accordance with the  
 specifications or within the time limit provided in the contract, or~~

~~b. substantial failure to comply with commitments to and contractual  
 requirements for participation by minority and women's business enterprises and equal  
 employment opportunity, or~~

~~c. a recent record of failure to perform or of unsatisfactory performance in  
 accordance with the terms of one or more contracts; provided that failure to perform or  
 unsatisfactory performance caused by acts beyond the control of the contractor shall not  
 be considered to be a basis for debarment;)) Violation of state wage payment laws,  
including:~~

a. willful violation of a wage payment requirement, as defined in RCW  
49.48.082, where the citation and notice of assessment for the violation was issued within  
the five years preceding commencement of the debarment or suspension; or

b. civil judgments entered by a court against the person, firm or other legal  
entity for violations of wage payment requirements under state law within the five years  
preceding commencement of the debarment or suspension.

E. The executive should suspend or debar a person, firm or other legal entity for:



107           ~~((5-))~~ 1. Violation of ethical standards set forth in contracts with the county;

108   ~~((6-))~~

109           2. Violation of contract provisions, such as the following, of a character that is

110 regarded by the executive to be so serious as to justify debarment action:

111           a. deliberate failure without good cause to perform in accordance with the

112 specifications or within the time limit provided in the contract;

113           b. substantial failure to comply with commitments to and contractual

114 requirements for participation by minority and women's business enterprises and equal

115 employment opportunity; or

116           c. a recent record of failure to perform or of unsatisfactory performance in

117 accordance with the terms of one or more contracts, though failure to perform or

118 unsatisfactory performance caused by acts beyond the control of the contractor shall not

119 be considered to be a basis for debarment; or

120           ~~((6-))~~ 3. Any other cause that the executive determines to be so serious and

121 compelling as to affect responsibility as a contractor to the county, including debarment

122 by another governmental entity for any cause similar to those set forth ~~((herein))~~ in this

123 subsection E.

124           ~~((E-))~~ F. The executive shall issue a written decision stating the reasons for the

125 debarment or suspension. Such a decision shall be promptly mailed or otherwise

126 furnished to the debarred or suspended person and any other party intervening.

127           ~~((F-))~~ G. The executive's decision of debarment or suspension, unless based on

128 fraudulent information, shall constitute the final and conclusive decision on behalf of the

129 county. After a final decision has been made, the executive shall submit a report to the

council giving the name of the person, firm or other legal entity suspended or debarred and the reason(((s))) or reasons for such a suspension or debarment.

H. Notwithstanding subsection D. or E. of this section, the executive has the authority to not suspend or debar a person, firm or legal entity if the executive determines significant harm would accrue to the county by suspension or debarment of the person, firm or other legal entity or that mitigating circumstances do not warrant debarment or suspension, and notifies the council within thirty days of the executive's determination.

SECTION 2. A. The executive shall develop supplemental bidder responsibility criteria, as authorized in RCW 39.04.350, for the purposes of promoting fair competition between bidders and ensuring the award of contracts conforms to the goals of the King County Strategic Plan.

B. The executive shall submit a report on the development of supplemental bidder responsibility criteria by July 1, 2012, in the form of a paper original and an electronic copy with the clerk of the council, who shall retain the original and provide an electronic copy to all councilmembers and to the committee coordinator for the government accountability, oversight and financial performance committee or its successor."

**EFFECT: Makes suspension and debarment mandatory for wage theft and a variety of criminal offenses, such as convictions under state or federal statutes for embezzlement, theft forgery, bribery, falsification or destruction of records and receiving stolen property, except that the Executive has the authority not to debar a person, firm or other legal entity if the Executives determines that significant harm**

153    **would come to the County if suspension or debarment occurred. Requires due**  
154    **process before imposing suspension or debarment. Also directs the Executive to**  
155    **develop supplemental responsible bidder criteria. Makes technical corrections.**



## Supplemental Bidder Responsibility Criteria

After bid opening and prior to award, the apparent low bidder must complete, sign and submit this form with attachments to the Contracting Services Division (See instructions at the end of this form). The form must be submitted no later than three (3) Business Days after the Bid Opening Date, unless a different time and date is required by the specifications. The Owner may also request the Form from additional bidders.

PW#		Project Name	
-----	--	--------------	--

### Part A: General Company Information

Company Name			
Address			
Contact Name and Title			
Contact Phone		Contact E-mail	
Years in business as a Prime Contractor		Years in business as a sub-contractor	
Years in business under present Name			
List any former company names under which the company, its Owners, and/or its principals has operated in the past 5 years			
Explain reason for name change(s) in the past 5 years			

### Part B: Work Experience

#### 1. Work Completed

On the attached **Project Experience form**, please list all construction contracts completed in the past five (5) years (or longer if required in the specifications) which are similar in type, size and scope of work to this project. **If this project contains specific supplemental bidder qualifications, the specifications will define type, size, and scope of work along with any other requirements for the number of projects and date of projects.**

Note: In evaluating whether the projects were "successfully completed," the Owner may check owner references for previous projects and use the owner's assessment of the Bidder's performance, including but not limited to the following areas, so please be thorough in your descriptions:

- Quality control;
- Safety record;
- Timeliness of performance;
- Use of skilled personnel;
- Management of subcontractors;
- Availability of and use of appropriate equipment;
- Compliance with contract documents;
- Management of submittals process, change orders and close out; and
- Any other criteria listed on this form.

## 2. Personnel

List the Superintendent and Project Manager who will be assigned to this project. Identify any concurrent projects in process, or planned projects, and how their time will be allotted among the projects. **Attach detailed resumes** for each with a listing of all projects supervised or managed within the past five (5) years (or longer if required in the specifications), with references and contact information for each project. **If this project contains specific supplemental bidder qualifications, the specifications will define type, size, and scope of work along with any other requirements for the number of projects and date of projects.**

Superintendent	Project Manager

Note: In evaluating the resumes, the Owner may check owner references for previous projects and use the owner's assessment of the Personnel's performance, including but not limited to the following areas, so please be thorough in your descriptions:

- Quality control;
- Safety record;
- Timeliness of performance;
- Use of skilled personnel;
- Management of subcontractors;
- Availability of and use of appropriate equipment;
- Compliance with contract documents;
- Management of submittals process, change orders and close out; and
- Any other criteria listed on this form.

## 3. Equipment

List all equipment owned or leased which you intend to use on this project:

Type of Equipment	Size or Capacity	Owned or leased?

## 4. Work in Progress

List all construction contracts in progress. List project name, Owner, contract amount, percent of work performed with own forces, anticipated completion date.

Project Name	Owner and Contact Information	Contract Amount	% Self Performed	Completion Date

- For the following, please check the appropriate box and attach an explanation if required.
- A "yes" answer does not automatically make your firm not responsible, but your firm will be evaluated based on your explanation.

### Part C: Compliance History

#### Performance Evaluation

6. Has your firm, under present or past business name, received one or more "Deficient" or "Inadequate" evaluations from the City of Seattle or another governmental agency on a construction project within the last five (5) years?

☐ Yes      ☐ No

If "yes" attach a separate, signed/dated statement listing the projects and an explanation.

#### Debarment

7. In the last five (5) years has your firm, any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing any government agency or public works project for any reason?

NOTE: "associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position.

☐ Yes      ☐ No

If "yes," attach a separate signed/dated statement indicating whether the firm involved was the firm bidding on this contract or another firm. Please include the name of the company, name of the person within your firm who was associated with that company, year of the event, project owner, project name, contract value and the basis for the action.

#### Safety

8. Has the Washington State Department of Labor and Industries, federal OSHA, or any other state's occupational safety and health agency cited your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

☐ Yes      ☐ No

If "yes," attach a separate signed/dated statement describing each citation, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.

9. List the Experience Factor (Washington workers' compensation insurance) of your firm for each of the past three years. NOTE: An Experience Factor is calculated annually by the Washington Department of Labor and Industries.

Current Year:		Previous Year:		Year to previous year:	
---------------	--	----------------	--	------------------------	--

If your firm's Experience Factor for any of these three years is or was 1.00 or higher, attach a letter of explanation. If you do not have an Experience Factor please explain.

*Environmental*

10. Has the EPA, Washington DOE, any Regional Clean Air Agency, or any other state's equivalent environmental enforcement agency cited either your firm or the owner of a project on which your firm was the contractor, in the past five years?

☐ Yes ☐ No

If "yes," attach a separate signed/dated statement describing each citation, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.

**Part D: Social Equity Compliance**

*Social Equity – Discrimination*

11. Has your firm or any of its owners, officers or partners ever been found by a court or administrative process to have discriminated in contracting, employment, in the provision of public services, or in leasing practices?

☐ Yes ☐ No

If "yes," attach a separate signed/dated statement that identifies the type of violation, who was involved, the name of the public agency, year of the investigation, the resolution in court or administrative process, and the grounds for the finding.

*Social Equity – Affirmative Efforts*

12. Has your firm, within three (3) years of the bid submittal date, failed to meet :

a. Mandatory DBE utilization goals, for any public works project worked on?

☐ Yes ☐ No ☐ Not Applicable

b. Voluntary WMBE utilization goals for any public works project worked on?

☐ Yes ☐ No

If "yes" for either a. or b., attach a separate signed/dated statement that includes the project name, public agency, and the circumstances for not meeting the goal.

*Apprenticeship*

13. Has your firm, within three (3) years of the bid submittal date, failed to meet required apprenticeship utilization goals on public works projects estimated to be over \$1 million?

*Supplemental Bidder Responsibility Criteria*

☐ Yes ☐ No ☐ Not Applicable

If "yes," attach a separate signed/dated statement that includes the project name, public agency, and the circumstances for not meeting utilization.

*Prevailing Wage*

14. Has there been any occasion during the last five (5) years in which your firm was required to pay either back wages or penalties for failure to comply with any state or federal prevailing wage laws?

☐ Yes ☐ No

If "yes," attach a separate signed/dated statement describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

**Part E: Legal Matters**

*Bonding/Surety Claims*

15. For each bonding company used in the past 5 years, please list the bonding company name, address, agent's name, and phone number.

Bonding Company	Address	Name of Bonding Agent	Agent's Phone Number

16. At any time during the past five (5) years, has any surety company made any payments on your current or past firm's behalf as a result of a default or to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project.

☐ Yes ☐ No

If "yes," attach a separate signed/dated statement indicating the amount of each claim, the name and telephone number of the claimant or bonding company, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

*Criminal Convictions*

17. Has your firm ever been found liable or guilty in a state or federal criminal action for making any false claim, material misrepresentation, fraud, theft, or any other criminal conviction of any federal, state, or local law related to construction?

☐ Yes ☐ No



18. List all claims involving your firm or any firm listed in Part A, related to construction, within the last five (5) years which have resulted in partial or final settlement of the contract by mediation, arbitration, or litigation. Please include information on any pending claims or litigation. If you have additional claims, please attach a separate signed/dated statement, identifying the same information listed below.

Name of Project		Name of Owner and Contact Information	
Name of Claimant		Claimant Contact information	
Claim Description			
Name of Project		Name of Owner and Contact Information	
Name of Claimant		Claimant Contact information	
Claim Description			
Name of Project		Name of Owner and Contact Information	
Name of Claimant		Claimant Contact information	
Claim Description			

The undersigned certifies that the information and data contained herein is correct and complete. Failure to disclose information or submitting false or misleading information may result in rejection of your bid, revocation of award, contract termination, or may impact your ability to bid on future projects by the City of Seattle.

**Date**

**Title**

## **Instructions for the Supplemental Bidder Responsibility Form**

After bid opening and prior to award, the apparent low bidder must complete, sign and submit this form with attached documentation to the Contracting Services Division by one of the methods listed below. This information may be requested from additional bidders at the Owner's discretion, and if so, shall be provided within three (3) Business Days.

The Owner's evaluation may include further investigations to establish the responsibility, qualifications, financial resources and experience of a Bidder to complete the Work of this Contract. The Owner may contact previous owners or others to validate the information provided by the Bidder. The Owner will assess the information provided and other information gathered in determining whether a Bidder is responsible. Please list all information you feel is relevant to the Owner making an informed decision. The Owner reserves the right to request additional information from the Bidder.

For criteria with check boxes, the Bidder will check either "Yes" or "No." Where provided, the Bidder may check "Not Applicable" if the Bidder has not had a project which included this requirement. If "Not Applicable" is not an option, the Bidder would check "No." For each "Yes" answer on the form, the Bidder must provide a signed and dated statement providing the project information requested and explaining the extenuating circumstances.

### **Form submittal:**

Submit this form to Contracting Services Division (CSD) of the City of Seattle Department of Executive Administration by one of the following methods by the close of business (5:00 pm) on the third (3) Business Day after the Date of Bid Opening (unless the specifications provide a different time or date):

**Email (preferable)**      Lourdes.Bonifacio@seattle.gov  
with the Email Subject line: Supplemental Bidder Form for PW# [insert number]

**Fax to:**                      206-684-4511 Attention: Lourdes Bonifacio,  
Supplemental Bidder Form for PW# [insert number]

**Street Address:**        700 – 5<sup>th</sup> Ave, Room 4112, Seattle Municipal Tower, Seattle WA 98104  
Attention: Lourdes Bonifacio,  
Supplemental Bidder Form for PW# [insert number]

**Post Office:**              Post Office Box: Seattle Municipal Tower, PO Box 94687, Seattle WA 98124-4687  
Attention: Lourdes Bonifacio,  
Supplemental Bidder Form for PW# [insert number]

If sending by courier (UPS, FedEx, etc.) the street address must be used. If mailing by regular US mail, the Post Office Box must be used. Bidders are responsible for ensuring that the proper Zip code is used. The City of Seattle will not be responsible for a late form.

**Questions** contact Maura Donoghue, [Maura.donoghue@seattle.gov](mailto:Maura.donoghue@seattle.gov) or 206-684-0386



## Attachment to Supplemental Bidder Responsibility Criteria Work Experience Form

Please complete one form per project and include the minimum number of projects (and forms) as requested. You may include any additional work experience you deem relevant to determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how your firm meets any required experience detailed in the specifications. You may attach additional documentation if needed.

PROJECT DETAIL			
BIDDER'S COMPANY NAME		BIDDER CONTACT NAME & PHONE NUMBER	
PROJECT NAME		PROJECT PW CONTRACT NUMBER	
PROJECT OWNER		PROJECT LOCATION	
PROJECT OWNER CONTACT NAME & TITLE		OWNER'S TELEPHONE NUMBER	
NOTICE TO PROCEED DATE	FINAL COMPLETION DATE	AWARDED CONTRACT VALUE	FINAL CONTRACT VALUE
PRIME CONTRACTOR NAME (IF NOT BIDDER)		CONTRACTOR CONTACT NAME & PHONE NUMBER (IF NOT BIDDER)	
BRIEF PROJECT DESCRIPTION			
BRIEF SUMMARY OF TECHNICAL WORK COMPLETED BY BIDDER, INCLUDING ANY RELEVANT DETAILS TO DEMONSTRATE SIMILAR EXPERIENCE AND ANY REQUIRED EXPERIENCE DETAILED IN THE SPEC.			